

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2012 – 001***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: HR Handbook Update – Optional Pay Reporting Requirements**

**Issue Date: January 6, 2012**

This is to advise agencies the Optional Pay section of the HR Handbook has been updated.

***Effective January 1, 2012, the Department of State Civil Service will no longer require agencies to submit an Optional Pay Report Form to the Compensation Division within 30 days of making an Optional Pay adjustment for additional duties.***

**REASON FOR THE CHANGE:** This form was established to track and monitor optional pay adjustments made for additional duties under delegated authority. It has been determined that information submitted by agencies through the annual pay report each fiscal year is sufficient to accomplish tracking and monitoring, thus eliminating the need for submitting multiple reports throughout the year.

In instances of permanent additional duties, agencies should continue to update SF3 (position descriptions) to clearly indicate the additional duties.

If you have any questions, please contact the Compensation Division at (225) 342-8083.

Sincerely,

s/Shannon S. Templet  
Director